

## LOCAL INMATE DATA SYSTEM (LIDS) NEWSLETTER

### 2006 General Assembly House/Senate Subcommittee Reports Summary

The 2006 House & Senate Subcommittee Reports were issued on February 19, 2006, which make proposals for funding and language amendments to HB/SB 29/30 for FY06 and the FY07-08 biennium. Items impacting jails include:

- All constitutional officers and their employees are included in Central Appropriations language and funding that provides for an additional 1% salary increase over the introduced budget bill of 3% (for a total of 4%) on December 1, 2006. (House & Senate).
- All constitutional officers and their employees are included in Central Appropriations language and funding that provides for a 3% salary increase (Senate) on December 1, 2007. The House set aside funds for FY08 to provide for a pay increase, to be determined in the 2007 Session equivalent to approximately 2%.
- Language to restore the procedure for the reallocation of overcrowding positions to original form, allowing for reallocation first within existing office. (House & Senate).
- Striking of incorrect/outdated language referring to a DOC pilot program for probation/parole violators that no longer exists. (Senate).
- Reduces funding by \$1.3 million in FY06 for staffing of new or expanded jail capacities due to savings from opening delays. Based upon savings from delays in the Fairfax County jail. (House).
- Language included provides an exception to the moratorium on jail construction or expansion to a number of local and regional jail facilities. House and Senate amendments include: Warren, Shenandoah, Rappahannock & Page Counties; Blue Ridge Regional Jail – Amherst & Appomattox; Southside Regional Jail; and Brunswick County. Senate amendments also include: Western VA Regional Jail – City of Roanoke and Virginia Beach City.
- Language specifies the intent of the General Assembly that all fingerprint data and inmate identification photos be transmitted to the Vir-

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### IMPORTANT DATE

**LIDS Certification and Approval Due Date 03/14/2006**

### Supreme Court Magistrate System BAR Code Update

New formats for BAR Code A will be implemented on or about 4/5/2006. Jails using BAR coding should contact their Chief Magistrate for information on the updated format.

### Compensation Board

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ginia State Police electronically by 7/1/08. (House).

- Language and funding to provide a 25% exemption from the Federal Overhead Cost Recovery for Piedmont Regional Jail for FY07 and FY08. (House).
- Language and funding reductions to phase out the current exemptions from the Federal Overhead Cost Recovery by 25% in FY07 and 50% in FY08 for the Alexandria City Jail and the Northern Neck & Central Virginia Regional Jails. (House).
- Funding and language for the VSA to implement an interface between the statewide automated victim notification (SAVIN) system in all local and regional jails and the Virginia Sex Offender Registry. (House & Senate).
- Language requiring the Board of Corrections to approve in advance any local or regional jail construction projects; also provides that all facilities housing inmates are subject to Board of Corrections rules, regulations and inspection. (Senate)
- Funding and one position provided to the Compensation Board to forecast local jail inmate populations. (Senate).

\* NOTE: These amendments remain subject to change during the conferee process prior to adjournment of the General Assembly.

**If you have questions regarding the House/Senate Subcommittee recommended amendments, please contact Wade A. Jewell, Budget & Finance Manager, at 804-225-3414, or [wade.jewell@sch.virginia.gov](mailto:wade.jewell@sch.virginia.gov).**

### **LIDS Advisory Committee Update:**

At the last LIDS Advisory Committee (LAC) meeting, a LIDS User Guide subcommittee was established to review the LIDS User Guide structure to determine if it could be made more user friendly. A preliminary report will be made at the next LAC meeting. The following committee members and alternates volunteered to assist with the project:

#### **Members:**

Carol Moye	Subcommittee Chair
	Prince William/Manassas Regional Jail
Bruce Folks	Rockingham County Jail
Patty Leonard	Rappahannock Regional Jail
Peggy Gebauer	Roanoke City Jail
Ron Wise	Alexandria City Jail
Mark Wood	Compensation Board

#### **Alternates:**

Brenda Gray	Alexandria City Jail
Denise Oliff	Prince William/Manassas Regional Jail

The next LIDS Advisory Committee meeting will be held at Prince William/Manassas Regional Jail on March 30.

### ***New LIDS Auditor—Rick Burkett***

Many of you know Rick from his work as a Senior Fiscal Technician for the Compensation Board. In February 2004, Rick joined the Customer Service team as a program technician for the County Sheriffs. Rick provided assistance to the officers on monthly reimbursements, personnel changes, and special programs, and also managed the yearly budgets.

Prior to coming to the Compensation Board, Rick worked as a Controller for Fidelity Assurance. He has over 20 years of experience as a controller and has a degree in Banking from the University of Richmond. We welcome Rick to the LIDS audit team.

**LIDS BASIC TRAINING****April 20, 2006****Training will be held at the Hanover Sheriff's Department Training Facility.****To register for training contact Mark Wood at 804-225-3276, or Anne Wilmoth at 804-225-3307.****THE AUDITOR'S CORNER****Internal Control Guidelines for LIDS -****The LIDS 'Audit Guidelines' establishes LIDS internal control guidelines for jail management and LIDS audit guidelines for auditors.**

The LIDS system performs two basic functions:

1. Provides a reimbursement method for inmate housed days
2. Provides a statewide standardized database of inmate information

As a part of good business practices, jail management should establish internal controls that test both functions each month to ensure the accuracy of data recorded and payments requested to LIDS.

Annually, jail management should review the jail's written internal control procedures for LIDS. Jail internal control procedures should be changed, and/or updated, to reflect current practices. The internal controls should include but not be limited to the following:

1. Current jail procedures (SOP's) that assure that all LIDS related personnel are adequately trained.
2. Documented testing of LIDS data that demonstrates sufficient verification procedures have been conducted that enables the certifier to submit an accurate monthly payment request.

The following tests are suggested but are not all inclusive:

1. Inmate source documentation test. Compare the following to LIDS records:
  - Inmate data form
  - Commitment form
  - Continuance notices
  - Release records, Federal notice of release, and/or all transport notices to or from other detention facilities, including the Department of Corrections.
2. Reconcile daily or weekly LIDS data with local inmate management systems and/or physical headcounts.
3. Daily or weekly review of the LIDS error report to ensure that errors are being resolved in a reasonable amount of time.
4. Monthly review of LIDS invoice for accuracy before it is certified and approved.